

5 December 1950

MEMORANDUM FOR: Chief,  
Chief,  
Chief,  
Chief,  
Chief,

25X1

SUBJECT: Official Correspondence

1. Attached is a copy of a memorandum dated 27 November 1950 from the Executive, Subject: "Official Correspondence".

2. It is requested that the contents of this memorandum be communicated to all employees under your jurisdiction whose responsibilities include the handling of correspondence, and the contents thereof will be complied with in all instances. Wherever possible, within Administrative Services, letters of acknowledgement should be prepared for the signature of the individual who will sign the final reply.

S. A. PYL  
Chief, Administrative Services

Attachment

cc: Mrs. [redacted], Admin. Files  
Mr. [redacted] Records Control  
Mr. [redacted] I & Couriers  
Mr. [redacted] Machine Records  
Mr. [redacted] Graphics

25X1A9A

Chrono  
Directive file

Procedure file

Document No. 26  
NO CHANGE in Class.   
 DECLASSIFIED  
Class. CHANGE TO TS S C  
DDA Memo, 4 Apr 77  
Auth. DDA REG. 77/1763  
Date: 0 [redacted] By: [redacted]

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